



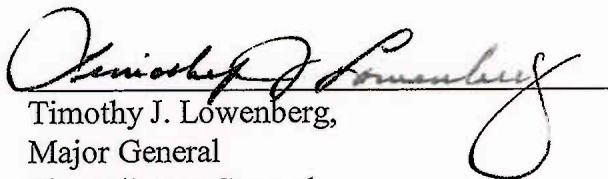
WASHINGTON MILITARY DEPARTMENT POLICY

Human Resource Policy Number 03-306-03

EMPLOYEE DEPARTURE CHECKLIST

Supersedes: None.

1. **PURPOSE.** Provides guidance and direction for all Military, Federal and State Washington Military Department (WMD) employees and supervisors to ensure that Department equipment/property is returned prior to employees departing from their positions with WMD.
2. **APPLICABILITY.** This policy applies to all State employees within the Military Department, federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status, military technicians, contract personnel and volunteers.
3. **POLICY.** In addition to the out-processing requirements outlined by their units/divisions, all personnel will complete the Washington Military Department Departure Checklist (MIL FORM 567) prior to departing their positions.
 - a. Department personnel (State, Federal, Military, contract and volunteer) have a duty to return all Department property/equipment prior to departing their positions.
 - b. Supervisors shall ensure that the Employee Departure Checklist is completed for all departing personnel prior to the last day of their employment/assignment.
 - c. Supervisors, or designees, are responsible for identifying collecting and/or ensuring that employees return all Department property/equipment. If personnel turn in Department property/equipment managed by another division/unit (i.e. Information Technology, Telecommunications, Security, Finance, etc.), supervisors shall ensure that property is returned to the appropriate staff/unit/division and documented in accordance with policy/audit requirements.
 - d. All reasonable attempts should be made to secure Department property/equipment prior to the departure of personnel from their positions/assignments. If personnel fail to return property/equipment as directed, supervisors shall immediately notify the appropriate unit/division/staff of all property/equipment that was not secured, so that losses can be recovered or minimized.
 - e. Supervisors who fail to comply with this policy may be subject to corrective and/or disciplinary action.


Timothy J. Lowenberg,
Major General
The Adjutant General
Director, WMD


Date